

## Logging-On to PERforM

When entering the PERforM system via the web link on the PERforM web page, or other means, the User (typically a Rater or Reviewer) will first be taken to the following screen in which he or she must enter their User Name (domain\userid) along with their Password.



Based upon the User's agency and/or division, the User's domain will *typically* be one of the four (4) options listed below. Under special circumstances, some exceptions may apply.

1. oadomain
2. ADS
3. BDS
4. CDS

### ADS

Agriculture  
Corrections  
Economic Development  
Revenue  
Higher Education  
Insurance  
Natural Resources  
Professional Registration

### BDS

Elementary and Secondary  
Education  
School for the Blind  
School for the Deaf  
Vocational Rehabilitation

### CDS

Social Services  
Mental Health


The **userid** (in many instances) is the first 5 letters of the User's last name and the first letter of their first name.

The **password** is the same password the User uses to log-on to their work computer.

The first time a User logs onto the PERforM system, the system will require information to register them. Users will not have to repeat this process unless they change their network ID and/or the agency they work for.

To register, the User provides:

- ☐ Their last name
- ☐ The last four digits of their Social Security Number; and
- ☐ Their agency



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PERforM Login

The first time you log onto PERforM you must register. You also need to register again any time you change the agency you work for or your network id. To register, please enter your **last name**, the **last four digits of your social security number** and your **agency** below:

Logged in as: OADOMAIN\BrookS


Last Name:

Last four digits of SSN:

Agency:

Register

If the system cannot uniquely identify the User with these three pieces of data, the system will ask for a birth date.



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PERforM Login

PERforM was unable to uniquely identify you. Please provide your **Date of Birth** using mm/dd/yyyy format. ⚡

Logged in as: OADOMAIN\BrookS

Last Name:

Last four digits of SSN:

Agency:

**Date of Birth:**   
mm/dd/yyyy

Register

Once the Rater has successfully logged onto PERforM, they will be prompted to go to their Home Page.



The Home Page lists the Rater's current employees and gives them working options.

## What if the Rater can't log-on to the system?

If the system cannot uniquely identify the User, he/she must contact their Agency Administrator (typically someone in the agency Personnel or Human Resources Office). The Agency Administrator will verify that the data entered on the PUD3 table in SAMII HR is correct.

If for any reason the Agency Administrator cannot help the User, the Agency Administrator should contact the System Administrator (in the Office of Administration, Division of Personnel).

The screenshot shows the PERforM Login page with an error message: 'PERforM was unable to locate a record for you on the SAMII HR system table.' Below the error message is a registration form. The form contains the following fields:

- Logged in as: OADOMAINBrookS
- Last Name: BROOKS
- Last four digits of SSN: [Empty field]
- Agency: OFFICE ADMINISTRATION-OPER (Dropdown menu)
- Date of Birth: 06/18/1968 (mm/dd/yyyy format)

Below the form is a 'Register' button.